

MINUTES OF THE
EAST COVENTRY TOWNSHIP BOARD OF SUPERVISORS
WORKSHOP MEETING HELD ON MARCH 19, 2007
(Approved April 2, 2007)

The Board of Supervisors held a Workshop Meeting on Monday, March 19, 2007. Present for the meeting were supervisors W. Atlee Rinehart, John Doering, Jr., Robert F. Preston, Timothy Roland and Rosemarie C. Miller. Also in attendance was John A. Koury, Jr., Township Solicitor.

Mr. Rinehart called the meeting to order at 7:02 p.m. The Board immediately recessed into executive session to discuss personnel and sewer easements. The monthly meeting reconvened at 7:47 p.m.

1. MINUTES

Minutes of the March 5, 2007 Monthly Meeting

Mr. Preston moved to approve the minutes of the March 5, 2007 monthly meeting as amended. Mr. Roland seconded the motion. The motion carried with a 5-0-0 vote. Amendments are to be changes as found in the second draft as submitted via e-mail by Mr. Preston with the only exception is the reference to Mr. Cahill's letter under, *Additional Information Brought Before the Board*, the memo will not be attached to minutes but reference will be made to the address, salient points are to be listed in the minutes and the letter will be placed in the property file for future reference.

Minutes of the March 6, 2007 Special Meeting

Mr. Preston moved to approve the minutes of the March 6, 2007 special meeting as amended. Mr. Doering seconded the motion. Mr. Roland abstained due to his absence at the March 6, 2007 special meeting. The motion carried with a 4-0-1 vote. Amendment is to note that the Township Solicitor was not present for the executive session.

Minutes of the March 12, 2007 Zoning Taskforce Meeting

Mr. Preston moved to approve the minutes of the March 12, 2007 zoning taskforce meeting as amended. Mr. Roland seconded the motion. Mr. Doering abstained due to his absence at the March 12, 2007 zoning taskforce meeting. The motion carried with a 4-0-1 vote. Amendments are to add that the Township Solicitor was present for the executive session only, under subheading, *Zoning Ordinance Discussion/Zoning Map Discussion*, include the motions submitted by e-mail by Mr. Preston but note that Mr. Rinehart voted 'no' for each motion, add the discussion regarding Spring Creek Lane rezoning, note that an executive session began immediately following the meeting and ended at 9:52 p.m.

Previous Minutes

Mr. Doering noted that the letter and two memos received from the Brown's will be attached to the minutes highlighted in the Brown's letter and memorandums and printing and posting of the minutes may proceed.

2. PUBLIC COMMENT

Mrs. Gail Brown of 500 Sanatoga Road inquired about the load on the Sanatoga Road Bridge and Mr. Kolb, Public Works Supervisor, stated that there was no weight limit for that particular bridge.

Mr. Woessner of 164 Schoolhouse Road noted concerns of parking in the street. Mr. Preston noted a study must be done before preparation of an ordinance. Mr. Doering suggested such task be placed in the 2008 budget. Mr. Preston suggested when the proposal costs are determined the Board of Supervisors could authorize funding from the capital fund, if the board so desired.

Mr. Roland moved to solicit a proposal from McMahon Associates to do a parking study. Mr. Doering seconded the motion. The motion carried with a 5-0-0 vote.

Ms. Zena Gavin of 1112 Kulp Road inquired why a bid does not have to be done for the parking study and it was noted that professional services do not require a bid.

Mr. Preston suggested the Police Chief assist McMahon with the parking study.

3. SUBDIVISION AND LAND DEVELOPMENT

Hidden Acre Estates

The Board agreed to raise the voluntary contribution amount from \$650 to \$1,500 on development projects.

Mr. Preston moved to approve Resolution 2007-16 granting preliminary plan approval for the Hidden Acre Estates project as amended. Mr. Roland seconded the motion. The motion carried with a 5-0-0 vote. Amendments are changing the voluntary contribution from \$650 to \$1,500 and adding Condition Nos. 27-30 as presented in the final resolution.

DiGiuseppe Subdivision

Mr. Preston moved to authorize signature of the DiGiuseppe Subdivision development and financial agreements as presented by the Township Solicitor. Mr. Doering seconded the motion. The motion carried with a 5-0-0 vote. The Township Solicitor noted the documents are to be held until the letter of credit is revised properly and received by the Township.

4. OTHER BUSINESS

Floodplain Ordinance

Mr. Doering moved to approve Ordinance No. 140 as advertised. Mr. Roland seconded the motion. The motion carried with a 5-0-0 vote.

Mr. Preston noted concerns of the paragraphing, sub-paragraphing, and numbering system, of the codes at time of codification and the possibility of changing of verbiage and subsequent legal meanings.

Mr. Preston moved to not forward Ordinance No. 140 for codification. Mr. Doering seconded the motion. The motion carried with a 5-0-0 vote.

Mr. Preston moved to approve Ordinance No. 141 as advertised. Mr. Doering seconded the motion. The motion carried with a 5-0-0 vote.

Mr. Preston moved to not forward Ordinance No. 141 for codification. Mr. Doering seconded the motion. The motion carried with a 5-0-0 vote.

Phase II Sewer Project

Mr. Roland moved to approve and authorize signature of Construction Loan Requisition No. 5 for the amount of 19,700 as amended. Mr. Preston seconded the motion. The motion carried with a 5-0-0 vote. Amendment is to strike SEE ATTACHED EXHIBIT "A" that appears in the middle of the requisition sheet since no attachment was required nor attached.

Phase 1 Sewer Construction

Mr. Preston moved to approve Escrow Release No. 2 for the Phase 1 sewer construction for the amount of \$636,299.95 to the Sewer Consortium created by the developers. Mr. Doering seconded the motion. The motion carried with a 5-0-0 vote.

5. DISCUSSION ITEMS

2007 Road Projects

Mr. Doering moved to approve the 2007 road projects as presented and funds for such projects are to be used from the Highway Aid Fund. Mr. Preston seconded the motion. The motion carried with a 5-0-0 vote.

There was a discussion regarding the Bealer Road Bridge. It was noted the high expense of fixing the bridge and it was suggested a second opinion be obtained. Mrs. Miller and Mr. Ray Kolb noted that closing the bridge would not be advantageous especially when an emergency occurs on Route 100 and an alternate route is necessary. Mr. Preston noted that the managers of East Coventry Township, North Coventry Township and South Coventry Township will be meeting tomorrow, March 20, 2007, to discuss the bridge.

6. PAYMENT OF BILLS

There was a discussion and review of the December 29, 2006 approved 2007 Budget, the 2007 Budget on the East Coventry Township website and the 2007 budget reports. Mr. Preston provided a copy of the 2007 approved budget taken from the website. Numerous inconsistencies were found between the 2007 budget reports submitted and the 2007 budget found on the website and the December 29, 2006 approved 2007 Budget. These issues were given to the Township Treasurer to resolve and correct.

Mr. Preston posed several inquiries such as:

- Who authorized the transfer of \$114,000 from the Capital Fund? No response to the question was received from the Board of Supervisors.
- Where are the wage reports containing individual salaries, this month, year to date and annual wages? This has been requested for ninety (90) days?
- What is the status of the Tax Anticipation Note?
- What is the status of the loan to balance the approved 2007 Budget?
- Why such a disparity in the amount of the water bill payments?
- Why are some of the budget line items over budget?
- Where is the supporting information in "Quick Books" format for the sewer, i.e., Quick Books time sheets and invoices?
- Mr. Preston requested the administration to submit photocopies of all invoices that make up expenditures under non-reimbursable account numbers 404.314 and

408,313 for the Solicitor (\$16,411.67) and Engineer (\$13,090.04) respectively from the 2007 Budget Reports as of March 15, 2007.

- Why is the “Fund Balances Report as of March 15, 2007” different than the Budget Reports for the same date. This question has been asked each month since at least December 2006.

It was requested that the payment of bill reports (Vendor Invoices) have a memo line to better describe the services rendered and/or materials and equipment invoiced. It was requested that the sewer expenses be allocated correctly between the sewer capital and operating funds. The ARRO for construction, Koury for easements, Mercury for advertisements required by law and MRC for appraisals for the sewer construction invoices are to be paid out of the Sewer Capital Fund and the PECO, PA American Water and Verizon bills to be paid out of the Sewer Operating Fund.

Mr. Doering moved to pay bills for the general fund in the amount of \$108,642.79. Mr. Roland seconded the motion. The motion carried with a 5-0-0 vote.

Mr. Preston moved to pay bills for the traffic impact, water users, capital reserve, highway aid, and sewer operating funds and allocate the sewer expenditures to their proper funds. Mr. Doering seconded the motion. The motion carried with a 5-0-0 vote.

There were various discussions concerning “Checks and Balances”; Justification of expenditures and clarification of the township’s accounting practices. This discussion resulted in the below motion.

Mr. Preston moved to authorize Board Member Rosemarie Miller to solicit a proposal from the new township auditor to monthly review the Township Accounting entries to determine if the entries are correct, justified, provide checks and balances; and certify to the Board that all accounting is correct on monthly basis prior to the Board of Supervisors approving the accounting documents submitted. The motion was seconded by Mr. Doering. The motion carried with a 5-0-0 vote.

The request to transfer funds from the sewer fund to the general fund for salaries in the amount of \$11,079.54 was not approved. More detailed information (i.e., description of tasks) was requested to include “Quick Books” standard time sheets and invoices.

7. ADDITIONAL ITEMS BROUGHT BEFORE THE BOARD

Mr. Roland moved to approve the \$1,500 retainer for the law firm that will be reviewing police policies and procedures. Mr. Doering seconded the motion. The motion carried with a 5-0-0 vote.

Mr. Preston moved to authorize signature of the letter to engage the services of Vincent Pompou, Esquire for special legal counsel for the blended hourly fee of \$200.00 for the legal issues that may be pending before the Board of Supervisors. Mr. Doering seconded the motion. The motion carried with a 5-0-0 vote.

A letter from the Parks and Recreation Committee regarding trails was noted and it was suggested that the item be placed on the April workshop agenda and the Parks and Recreation and Historical Commission attend to discuss trail issues.

Mr. Preston provided the group with an overview of some items that were discussed at the CCATO meeting held on March 15, 2007.

Mrs. Miller moved to approve a 4% increase for John Theobald, Debbie Kopystecki, Mark Elliott and Bonnie Frisco for 2007 with increases to be retroactive to first payment in January 2007; remaining wages would be addressed once benchmarking is complete. Mr. Doering seconded the motion. The motion carried with a 5-0-0 vote. It was noted that remaining salaries would be addressed once benchmarking is complete

8. ADJOURNMENT

Mr. Doering moved to adjourn the workshop meeting at 10:40 p.m. Mr. Roland seconded the motion. The motion carried with a 5-0-0 vote.

The workshop meeting was reopened at 11:06 p.m.

Mr. Doering moved to engage the services of Mr. Peter Marshall, Jr. to perform the management review for \$10,000 as authorized in the 2007 budget. Mr. Preston seconded the motion. The motion carried with a 4-0-0 vote. Mr. Roland was not present for the vote. Mr. Preston is to send notification letter by e-mail Mr. Marshall and to the township for official paper copy to Mr. Marshall.

Mrs. Miller moved to adjourn the workshop meeting at 11:10 p.m. Mr. Preston seconded the motion. The motion carried with a 4-0-0 vote.

Respectfully submitted,

John Doering, Jr.
Township Secretary